



ARRA Funded

Project Close-out Training

**Department for Energy Development &
Independence**

January 12, 2012

Fiscal Activities

- Only expenditures through April 30, 2012 can be reimbursed.
- June 15, 2012 last date to submit final invoices to DEDI

Fiscal *(continued)*

- Logistics on when to close out depend on internal needs within your organization
- Different Scenarios
 - Projects not using ARRA funds to cover administrative support activities
 - Projects using ARRA funds to cover those administrative support costs

Fiscal (*continued*)

- Scenario I –
 - Administrative support activities NOT being paid using ARRA funds
 - Final Fiscal Invoice/Draw request due by June 15.

This allows you to document project activities through the end of the contract – any lingering invoices can still be submitted by June 15.

Fiscal (continued)

- Scenario 2
 - Administrative support activities ARE being paid using ARRA funds –
 - All requests for reimbursement will also need to be submitted by April 30
 - Could mean that all project activities have to be completed sooner, so that final billing can take place on or before April 30.

Fiscal *(continued)*

- Recognize that each organization is different
- Will work with each of you to determine what is best for you

Fiscal *(continued)*

- Final Invoice
 - June 15, 2012 – Last date to submit Final Invoice
 - Clearly mark on the invoice/draw request that this is the FINAL request for payment
 - In your submission to Energy Grants Email – please provide in the subject line -- FINAL

Monthly Report

- Must submit monthly reports for all months for which you receive funding
- Submit through eReporting system as usual
- Need to allow time for roll-up data, Energy in Education Collaborative

Final Report

- Submit through eReporting system with monthly report, due by April 30, 2012

Final Project Progress Report

- Ten (10) distinct parts
- Taken from DOE's guidance to grantees on close-out requirements
- Format to be submitted – MS Word
- April 30 – Last date to submit the final reports
- Template can be downloaded from DEDI website.
- 12 pt font

Project Report

- Project Name
- Project Overview
 - Summary – Brief summary
 - This will be used by DEDI in various publications or web to describe your activities. The remainder may serve as additional facts to draw on for documentation purposes or more detailed documents
 - 600 words or less

Progress Report (continued)

- Project Timeline Overview
 - Refer to MOA/Contract
 - Awards to sub-recipients
 - Workshops/Training
 - Project Modifications
 - Project Milestones – include milestones from contract or MOA; but also include other significant, newsworthy events

Progress Report (continued)

- Project Implementation
 - Implementing Partners
 - Explain how project was managed
 - 3rd party? Outline subcontracted partners and roles of each
 - Any non-contractual collaborators critical to success of project
 - Any eligibility requirements?

Program Report (continued)

- Goals and Accomplishments of Overall Project
 - Describe activities
 - Significant results and/or key outcomes
 - Best Practices
 - Conclusions and/or Major Findings
 - Other Achievements & Accomplishments
 - Marketing & Outreach

Progress Report (continued)

- Monitoring
 - Describe monitoring efforts of sub-contractors and/or your recipients
- Post Performance Period
 - Project sustainability – describe the status of the project once this funding is ended. What does future look like? What is long-term impact?

Progress Report (continued)

- Other
 - Challenges
 - Lessons Learned
 - Miscellaneous Comments
- Sub-Recipients
 - List information for all sub-recipients
 - Name \$\$ Amount
 - Description Period of Performance
 - Accomplishments/Successes

Progress Report (continued)

- Appendix for additional documentation
 - Can include information such as case studies

Monitoring/Fiscal Closeouts

- Dependent on the Project whether you will have additional programmatic reviews
- Some projects will have a final fiscal close-out visit after the end of the project.

Equipment/Property Certifications

- Still waiting on guidance from DOE

Close Out Timetable

- April 30, 2012 - Last date for reimbursable expenses
- April 30, 2012 - Final report due
- June 15, 2012 - Last date to submit final invoices to DEDI

Sample Close Out Timeline: KHC

- Feb 15th – Communicate timeline to all homeowners and contractors
- Feb 1st – Whole house evaluations end unless with a new KHP job moving forward such as with an HVAC replacement - Contractors
- Feb 17th - No more whole house evaluations or new jobs accepted - Contractors
- March 2nd - All work must be completed - Contractors
- March 7th - Last date to order QA's – Contractors and CSG
- March 16th - Last date QA completed and submitted through Compass - CSG
- April 2nd - Last date to pay rebates from AFC First and jobs paid – AFC
- April 16th - Invoices Due to KHC from all vendors – AFC, CSG, etc.
- April 30th – KHC invoice to DEDI and contract extension completed - KHC